



Fleet and Industrial Supply Center - Norfolk, Virginia

Supply Chest

October 31, 2003

Ready - Resourceful - Responsive!

Vol. 55 No. 12

FISC Norfolk salutes latest People of the Quarter



Ronald Neal, Code 515.3 FISC Det. NNSY, is the FISC Norfolk Supervisor of the Quarter.



Corazon Filush, Code 302, is the FISC Norfolk General Schedule Employee of the Quarter.



Keith White, Code 302, is the FISC Norfolk Wage Grade Employee of the Quarter.



Happy Birthday Navy

FISC Norfolk Commanding Officer Capt. L.V. Heckelman (right) cuts a cake marking the 228th Navy Birthday. Assisting Capt. Heckelman were FISC Norfolk Executive Officer Capt. Robert Bjelland and MSSN Dedrick Sullivan. The birthday celebration featured an historical reading, and the reading of birthday greetings from Navy and Defense Department officials.

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From the Commanding Officer ... Combined Federal Campaign

FISC Norfolk and Regional Supply/Logistics Teammates,

We recently kicked off the 2003 Combined Federal Campaign (CFC) and your local key person should have contacted you by now with information on how you can contribute if you choose to do so. In each of the last several years, the Hampton Roads community has distinguished itself as one of the highest workplace campaigns out of 365 across our entire country. We can all be proud of the dollars contributed in 2002, which have all gone to very worthy causes at the local, national and worldwide level.

As you all know, the mission of CFC is to support philanthropy and to provide an opportunity for federal employees to improve the quality of life for all. The CFC dates back to the early 1960s when several campaigns existed in support of a variety of charities. The objective was to combine under one umbrella for one campaign, once a year and simplify the mechanism for donating for those who choose to do so. The CFC, along with Navy/Marine Corps Relief, are the only authorized solicitations of employees in the Federal workplace on behalf of charitable organizations. Employees who do choose to contribute select the organizations of their choice to receive their contribution and there are literally hundreds of organizations to choose from. In order for an organization to be included in the list of eligible CFC beneficiaries, it must apply for participation either at the national or local level and be certified for participation. If you are a CFC contributor and do not designate an agency or organization to receive your contribution, it will



Sandra Burke, XO secretary, looks on as FISC Norfolk Commanding Officer Capt. L. V. Heckelman, Executive Director Sid Etherington, and Executive Officer Capt. Robert Bjelland complete their Combined Federal Campaign donation forms.

be equally divided among several charities.

The U.S. Office of Personnel Management (OPM) has the overall responsibility for the oversight of the CFC. It reviews and provides guidance and technical advice on regulations, and has the authority to conduct compliance audits on any CFC local campaign fiscal records.

All contributions should be freely and voluntarily given without any form of coercion. Our goal for the 2003 Combined Federal Campaign is 100% contact of every member of our workforce and to provide the opportunity to give to the charity of your

choice. It's a great opportunity to help those less fortunate than ourselves but it is a personal decision that each individual makes on his or her own.

I'd like to extend a special thank you to all the key workers who make the campaign successful... without their time and effort we could not make this happen year after year.

Supply Chest

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Super Servmart sets sales record



While some customers waited in checkout lines, others continued to shop at the Super Servmart during the last week of September. Lines were long and sales were brisk as Norfolk-based Sailors from area commands rushed to meet end-of-year funding requirements. More than one third of Super Servmart's average annual sales were made during the month of September. Customers spent just under \$13 million during the last month of the fiscal year. Single-day sales records were shattered too. During the last week of September, daily sales averaged \$1.2 million, with a one-day record of \$3,227,695 on Sept. 30. Super Servmart is operated for FISC Norfolk by Mancon Inc.

Naval Operational Logistics Support Center Stands Up

By P. J. Humphries

On October 1, 2003, Rear Adm. Justin D. McCarthy formally established the Naval Operational Logistics Support Center (NOLSC) under the command of Capt. Jerrold L. Twigg. Headquartered in Norfolk, NOLSC is a Naval Supply Systems Command activity whose primary mission is to be the focal point for enhancing operational commanders' material readiness by providing innovative solutions to logistical challenges and to be NAVSUP's supply chain manager and service provider for transportation, petroleum and ordnance logistics services for the Navy, Marine Corps, Joint and Coalition Forces.

NOLSC combines the functions of the Naval Petroleum Office (NAVPETOFF), Naval Transportation Support Center (NAVTRANS) and Naval Ammunitions Logistics Center (NALC) to provide a comprehensive operational logistics support command. The consolidation of these activities was done to control costs, reduce infrastruc-

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Celebrating Fifty Years in Athens

Every Supply Corps officer has one thing in common: whether they are currently serving on active duty, in the Naval Reserves, or a retiree, they all have experienced Athens, Ga. at one time or another! 2004 will mark 50 years of outstanding Navy professional and logistics training in Athens, and also 50 years of a wonderful relationship with the "Classic City."

From July 8-11, 2004 the schoolhouse will be hosting its golden anniversary to commemorate this relationship. Come on back to renew old friendships and acquaintances, enjoy the summer hospitality and atmosphere of the Classic City, say hi to Obie Downer and others of the Athens staff that supported you, and see how much the base has grown, as well as how much has stayed the same!

Some of the big events planned include: a huge "Southern Barbeque" reunion that will feature local musical entertainment and lots of the best local cuisine; a Golden Anniversary Ceremony and gift exchange with the city; a "Twilight Tattoo" Ceremony; a golf tournament; a 5K Run; and a big banquet at the downtown

Classic Center. There will also be opportunities to tour and view the progression of 50 years of Navy logistics training at NSCS, maybe find some old photos of your instructors and classmates, and remember the weight of that old P-485 you received from Henry Lord and had to do pub changes on!

There is a detailed website available for the event. Log on to www.negsca.org/50th/ to get event information, schedules, and ask questions. Later in the year you will be able to register and pay for the event on this website, as well as purchase 50th Anniversary memorabilia. The primary POC for the 50th Anniversary celebration is Lt.Cmdr. C.J. Mayer, who you can email with questions at conrad.mayer@cnet.navy.mil.

Come on out to have some fun and experience some real southern hospitality in Athens next summer - I hope to see you all there!

J. D. McCARTHY
Rear Admiral, SC, USN

Individual Development Plans - what's the big deal?

You may have noticed your supervisor asking you more often about how you are doing on your Individual Development Plan. That's because NAVSUP headquarters recently revised the reporting requirement for how well IDPs are being executed from annually to quarterly. Supervisors must now review the IDPs of all their employees every 90 days to ensure that training is being completed as planned and the IDP is documented to reflect it.

Your IDP is a tool for identifying your training and development needs in a systematic way. It provides a method to plan training and learning experiences to enhance specific knowledge, skills and abilities. Don't just think of development in terms of formal training courses. Often people learn better if their development includes a variety of learning methods. Training classes, seminars, online learning, on-the-job training, independent readings, details, rotational assignments and other career programs can be identified as methods of meeting your learning needs. IDPs are set up at the beginning of the fiscal year. You meet with your supervisor and discuss your career goals and development needs, the document them in your IDP. Your training should be related to your current position or other anticipated needs in support of the command's mission.

Mandatory training requirements may also be listed on the IDP form (Safety, Security, Information Assurance and Prevention of Sexual Harassment) and you can record independent study, which is documenting things you do on your own time for self-development. After completing the form it must be signed and dated by both employee and supervisor, and kept on file throughout the year.

Typically, IDPs were reviewed midyear to identify changes and document progress. With the new NAVSUP requirement, you will be reviewing your IDP every quarter.

In fiscal year 2003, the development and execution of IDPs was added as a performance element for all supervisors in the NAVSUP Claimancy.

If you have any questions about the IDP talk to your supervisor or contact the Training Support Staff at (757) 443-1054/1728/1729, DSN 646.

Holiday mailing dates set

The Naval Supply Systems Command's (NAVSUP) Postal Policy Division, in cooperation with the U. S. Postal Service and military postal officials from all of the services, notes that it's not too early to mail your 2003 Christmas cards, letters, and packages to and from military addresses overseas. In fact, everyone is encouraged to beat the last minute rush and bring holiday mail and packages to the nearest U.S. Post Office or APO/FPO military post office by the suggested dates listed below.

For military mail addressed to APO and FPO addresses, the mailing dates are:

Parcel post—Nov. 13

Space available—Nov. 28

Parcel airlift—Dec. 4

Priority mail, first class cards and letters—Dec. 11

For military mail from APO and FPO addresses, the mailing dates are:

Space available—Nov. 20

Parcel airlift—Dec. 4

Priority mail, first class cards and letters —Dec. 11

Welcome aboard



Code 40 recently welcomed aboard Lt.j.g. Vivian Greentree. She reported to FISC Norfolk from USS Seattle (AOE 3). She has been in the Navy for two years.



Code 100 recently welcomed aboard E. V. Montgomery. The general supply specialist arrived at FISC Norfolk from FOSSAC. She has been a federal employee for 12 years.

Please help us recognize your employees

We want to recognize all new arrivals, and our super-stars too. If you are a new arrival, or if you know of someone new at the command who should be introduced here in the pages of the Supply Chest, please let us know. We also want to recognize the achievements of our Sailors and employees. Please let us know if you or someone you know has received an award or recognition so we can properly recognize them here. Call us at 443-1014, or email the editor at jim.kohler@navy.mil.

“Look that Gift Horse in the Mouth” Part III

By FISC Norfolk Office of Counsel

“Look that Gift Horse in the Mouth” Part IV

This is the final article in a four-part series on ethical issues associated with gifts. The previous articles discussed the bedrock principles underlying these rules, gifts from outside sources offered to an individual, and gifts to the Navy. This article will focus on gifts between employees, which are an aspect of the gifts issue that affects everyone because we always encounter occasions in the office, such as holidays, transfers, or illnesses, when gifts are given to our co-workers.

Gifts Between Employees

The focus of the rules on gifts between employees is the superior-subordinate relationship for obvious reasons. Thus, the general restrictions address giving gifts to superiors and receiving gifts from lower-paid employees, and as with many of the gift rules we have discussed, there are exceptions. We'll get into the specifics about these general rules and their exceptions in the following paragraphs, but it's important to recognize that there are no restrictions on gifts between co-workers who are peers, nor are there any restrictions on superiors or higher-paid employees giving gifts to subordinates or lower-paid employees. Again, the focus of the rules is on gifts going *up* the chain of command.

General Rules

The first general rule is that an employee may not give a gift or make a donation toward a gift for an official superior, nor may that employee solicit a contribution from another employee for a gift for his own official superior or for the official superior of someone else. The rules define an official superior as anyone in your chain of command: your first, second, third-level supervisor. The next general rule is that an employee may not accept a gift from lower-paid employee unless the two are personal friends who are not in a superior-subordinate relationship. These same rules also apply to gifts given by the employee's parent, spouse, child, or other dependent relative. Additionally, gifts should not be given to the superior's parent, spouse, child, or dependent relative unless the employee has an independent personal relationship with the superior's parent, spouse, etc. The strictness of these rules is significantly lessened by several exceptions. One final and absolute general rule is that a superior should *never* coerce the offering of a gift from a subordinate employee.

Exceptions

The exceptions fall into two categories, one dealing with gifts given on an occasional basis, including traditional gift-giving occasions, such as birthdays, promotions, and holidays (Christmas), and the other addressing special infrequent occasions of either personal significance, such as marriage, illness, or childbirth, or ones in which the superior-subordinate relationship is being ended, such as transfer resignation, or retirement. With respect to the first category, gifts given on an occasional basis, those gifts must not include cash or exceed \$10. They may include food and refreshments that will be shared among office employees, and they may also

include personal hospitality at your home, as well as a reasonable host gift. Gifts for the latter category, gifts given on a special infrequent occasion, are generally limited to \$300. Additionally, gifts on these occasions, particularly retirements, often involve group gifts, which raise other more complex, legal considerations. For that reason personnel responsible for securing such gifts should contact the FISC Office of Counsel at the number below before beginning the process.

Collecting Contributions

Office gift giving often involves soliciting contributions so it is worth looking at the rules dealing with this situation. These rules are tied in with the two exceptions discussed above; that is, you may only collect contributions for traditional gift giving or special infrequent occasions. The only twist is that although you may collect for food and refreshments (for example, a birthday cake) for traditional gift-giving occasions, you may not collect money contributions for gifts. Given that you can only give a gift of a value of \$10 or less in these circumstances, that rule makes sense. For those special infrequent occasion gifts an employee may solicit voluntary contributions of less than \$10. An employee can donate more on their own, but they cannot be asked for more than \$10. Finally, it is permissible to suggest an amount to donate for these special occasions, as long as the suggested amount is less than \$10 and the employee is advised that they are free to give less or nothing at all.

For those who are interested or just curious, these rules may be found in § 2635.301-304 of Title 29 of the Code of Federal Regulations and in the DoD Joint Ethics Regulation (JER) (DoD Regulation 5500.7-R), which provides DoD-specific guidance to supplement the rules in the Code of Federal Regulations.

As with any ethics question, if you would like more information, please contact the FISC Office of Counsel (Code 08) at 443-1089.

Know the “Do’s and Don’ts” Of CFC Fundraising

FISC Norfolk's 2003 Combined Federal Campaign (CFC) is in full swing now and that provides an excellent opportunity to review the rules regarding CFC fundraising: the Do's and Don'ts.” The CFC presents us with a marvelous opportunity to make a difference in our local, national, and international community by allowing us to voluntarily contribute to the agencies of our choice. FISC Norfolk has an ambitious goal of raising \$56,000 this year and the following is a list of activities that may be undertaken to promote and achieve that goal:

- Publicity items such as balloons, lapel pins, counter cards, and posters.
- Goal boards showing cumulative to-date campaign achievements.
- Charts or reports indicating campaign progress.
- Letters or memoranda of endorsement, or speeches, by organizational leaders.
- CFC rallies and awards ceremonies.
- Promotional events, not involving the use of appropriated

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funds, such as bake sales, car washes, athletic events, etc.

In conducting these activities, however, we must always remember that contributions to the CFC must be truly voluntary - any action affecting a person's ability to make a free choice about contributing would be contrary to federal fundraising policy. The following are some activities that affect that ability and may not be undertaken:

- Supervisors or anyone in a supervisory chain soliciting employees.
- Supervisors inquiring about whether or not employees contribute or the amount of their contribution.
- Setting a goal of 100 percent participation (not to be confused with 100% contact, which is desired).

- Establishing personal dollar goals or quotas.

Additional CFC "don'ts" include:

- Sponsoring raffles and lotteries that constitute gambling.
- Offering special liberty/time off or civilian clothes privileges as an incentive or a prize.
- Offering government property as an incentive or a prize.
- Soliciting outside sources, such as contractors, for incentives or prizes. Contractors may voluntarily contribute, but we should ask them to do so.

The "do's-and-don'ts" mentioned above are not meant to dampen anyone's enthusiasm for this year's Combined Federal Campaign. Instead, they are meant to enhance the experience for everyone by promoting a spirit of true voluntary giving. Personnel having any questions about fundraising activities are encouraged to call the FISC Norfolk Office of Legal Counsel at 443-1089 for advice.

HAPPY HALLOWEEN
HAPPY HALLOWEEN



2003 CFC Key Persons

Code 100 (staff&CIC) - Julie Walters
Code 105 (LSC&military) - SK2 Negron
Code 200 - Lt.Cmdr. Dyson, Carol Easter, Barbara Tucker
Code 200S - Janet Self
Code 205 A2 - Marty Harrell
Legal - Jim Winthrop
Code 40 - Shirley Hundley
Code 50 - Connie Hannah
Security & PAO - Ray Spivey
Code 300 staff - Cathleen Bell
Code 301 - Joann Lanting

Code 302 - Daniella Duff
Code 303 - Juanita James
Code 304 - GM1 Conrad
Code 306 - Vinessa Conine
Code 307 - Bryant "Nick" Nichols
Code 308 - PC2 Westbrook
Command Staff - Sandy Burke
Code 700 - Lt. Friedler
RSO Oceana Fuels - ABF1 Stottlemeyer
RSO Oceana ASD - SK1 Hubbard
RSO Shipyard - Carol Goodwin
RSO Norfolk (mil) Chief Ecalnea
RSO Norfolk (civ) Lynette Sessler
RSO Air Terminal - BM1 Alston

Have you ever heard of 'Distance Support'?

By Capt. (Sel.) Bob Carter

The distance support initiative has been ongoing for a couple of years. Its focus is on reducing shipboard workload and streamlining support infrastructure access allowing the Sailor to focus on their primary mission to train, operate and fight. The objectives of distance support are to reduce shipboard workloads, increase readiness, 'tune' the infrastructure, improve feedback and reduce requirements.

While FISC Norfolk has been providing distance support to the fleet and naval activities for several years, a recent partnership between FISC Norfolk and NAVSEA/FTSCLANT has greatly expanded the capabilities of distance support, especially to ships that are at sea. The partnership has opened the doors for cross-training to occur between customer service representatives from the Navy Integrated Call Center (NICC) and the NAVSEA Anchor Desk, for direct customer call referrals between the two commands, and for FISC Norfolk to gain access to FTSCLANT's SIPRNET (classified) email and chat room systems.

SIPRNET connectivity was achieved with the USS Enterprise Battle Group soon after its departure from Norfolk for COMTUEX. Lt. Cmdr. Paul Armstrong, the customer services officer for FISC Norfolk, is the initial FISC Norfolk SIPRNET point of contact. He has participated in several of the daily scheduled battle group chat room sessions and has provided supply logistics support for each of the ships in the battle group...coordinating subsistence deliveries, providing casualty part information, and tracking requisitions are but a few examples of the areas where distance support assistance has been provided.



Standing tall

FISC Norfolk Executive Officer Capt. Robert Bjelland inspects FISC Norfolk Sailors during a recent personnel inspection. The inspection was scheduled in preparation of the uniform shift from white uniforms to blue uniforms for Sailors. According to the XO, the inspection also serves as a reminder that the semi-annual physical readiness test (PRT) is just around the corner. He asked those assembled for the inspection, "How many of you, besides me, found out that the dry cleaner had 'shrunk' your dress blues?"

DDNV recognizes 3 employees for 30 years of service



DDNV Commander Capt. Bob Howard congratulates Alphonso Bunn for his 30 years of government service.



DDNV Commander Capt. Bob Howard congratulates Robert Watts for his 30 years of government service.



DDNV Commander Capt. Bob Howard congratulates Betty Watson for her 30 years of government service.

USNS Sirius sends thanks

Captain Heckelman,

USNS SIRIUS is underway today, fully loaded and ready to support C2X and the Enterprise Strike Group. In conducting this loadout, the FISC Norfolk Team was most flexible and responsible. As evidence, your SPV team of Jerry Dysick, Leroy McClan, Sherry Garnett, Linda Deaton and others jumped through hoops to get provision orders processed and delivered for several of the ships in the Strike Group while simultaneously contending with external forces such as Hurricane Isabel. Meanwhile, Steve Fisher and his Terminal Ops crew orchestrated a loadout of fleet freight material that exceeded what we often load for six month deployments. I contend that this level of support greatly facilitates the CNO's Fleet Response Plan, especially when you consider that ENTERPRISE is leaving directly for deployment once this exercise concludes this week. Please pass my thanks on to your customer service folks who regularly make my life at sea a little easier.

*Captain (Sel) Francis X. Tisak
Military Officer in Charge*

Bravo Zulu



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ture and streamline processes, improve inventory management, and to support CNO's recapitalization of the Navy effort.

NOLSC will take on Rear Adm. McCarthy's challenge to maintain the high level of collective expertise in ammunition, petroleum and transportation while becoming NAVSUP's operational and joint face to the fleet and to the unified commanders. The synergies created by the integration of the three centers of excellence will allow exploration of new opportunities and innovations providing support to naval operating forces.

NOLSC is committing the centers of excellence to continue providing operating naval forces with the professional expertise they have come to expect. Cmdr. Bill Wellman and his team of experts ensure professional petroleum support; Capt. Tom Wiechelt leads the Navy's premier ordnance managers; and Capt. Lee Henwood who directs the Navy's transportation solutions in Norfolk.



Celebrating the NOLSC standup with a traditional cakecutting were (l-r) NAVSUP Vice Commander Rear Adm. James Allan, NOLSC Executive Officer Col. William Lucenta, NOLSC Commanding Officer Capt. Jerold Twigg, NOLSC Executive Director Fran Dwyer, and NAVSUP Commander Rear Adm. Justin McCarthy.

NR FISC Det. 207 gets awards

FISC Norfolk Commanding Officer Capt. L.V. Heckelman recently presented a Navy Commendation Medal to Cmdr. Chip Chase (right), commanding officer, NR FISC Richmond DET 207 and Navy Achievement Medals to (clockwise from right) Lt. Stuart Sioussat, Executive Officer, NR FISC Richmond DET 207 and SK2 Sidney Grissett. Navy Achievement Medals were also awarded to SK1 Henry Best, SK2 Angela Willingham, and SK2 Wendy Hamlin of NR FISC Norfolk HQ 107. These two naval reserve units provide essential support to the ATAC hub and Ocean Freight Terminal. Capt. Heckelman also presented the Naval Reserve Readiness Command Mid-Atlantic Region "Superior Command Excellence Award" to Capt. Gary Mack (below), Commanding Officer of NR FISC Norfolk HQ 107. This award recognized the unit's support to FISC Norfolk, timely recognition of the accomplishments of unit personnel, sustained focus on professional growth and retention, attainment of essential training, and high mobilization readiness during the fiscal year.



SK1 James Wright is congratulated at his recent retirement ceremony by Lt. Cmdr. Paul Armstrong.



SH1(SW) Robert Wilson is congratulated at his recent retirement ceremony by Lt. Cmdr. Paul Armstrong.